

Office of Enrollment Services/Student Financial Aid
Employee Code of Conduct Statement
2007-2008

Name: _____

Position: _____

The University of Texas Medical Branch at Galveston Medical (UTMB) Enrollment Services/Student Financial Aid is formally committed to a new code of conduct, the "Texas Higher Education Fair Lending Practices Agreement" (the Agreement).

The Agreement **prohibits**:

- Solicitation or acceptance of gifts by a UTMB employee, directly or indirectly, from or on behalf of a student loan lender. The employee shall promptly report to the University President any instance of a student loan lender attempting to offer or provide a gift to the employee. Gifts mean any discount, favor, gratuity, inducement, money, loan, stock or anything of value exceeding \$20 in value. Gifts include any service; entertainment; honoraria; hospitality; lodging costs; meal; registration fee; travel expense; forbearance; promise; gifts in-kind such as a the purchase of a ticket, payment in advance or reimbursement after expenses have been incurred; any computer hardware for which the recipient pays a below-market price; and any printing costs or services.
- Revenue Sharing with student loan lender. Revenue sharing means any arrangement under which a student loan lender pays an institution of higher education or organization of the institution a percentage of the principal of student loan directed toward the lender from a borrower for higher education expenses related to attending the institution.
- Acceptance of remuneration by UTMB employee for service on lender board. An employee shall not accept any remuneration or reimbursement of expenses for serving as a member of, or participating in, an advisory board or board of directors of a student loan lender. Any employee must obtain written authority from the University President to serve as a member or participate in an advisory board or board of directors of a student loan lender before becoming such a member or participant.
- Misleading identification of lender employees and representatives. The University shall not identify an employee or representative of a student loan lender to borrowers as an employee or representative of the University nor shall the University authorize

an employee or representative of a student loan lender to represent that he/she is an employee or representative of the University.

- Entering into high risk loan agreements. The University shall not enter into a high risk student loan agreement with a student loan lender under which the institution provides concessions or promises to the student loan lender that may prejudice borrowers or prospective borrowers/
- Directing potential borrowers to certain electronic loan agreements. The University shall not direct a potential borrower who attends the University to an electronic master promissory note or other loan agreement that does not allow the borrower to enter the lender code or name of student load lender offering the relevant loan.

Note: Directing a potential borrower who has represented that he/she wishes to engage a particular lender to the lender's electronic loan agreement is not prohibited.

- Against stock ownership interest in a student loan lender. A person employed in the student financial aid office shall not own stock in a student loan lender.

Identify areas which may be affected by the above situations:

I am not aware of any circumstances that are prohibited in the Agreement except as indicated above, and I agree to abide by the Code of Conduct. I also understand that involvement in a prohibited situation may result in disciplinary action.

Employee's

Signature: _____

Date: _____

Supervisor's

Signature: _____

Date: _____